

LOIS Manufactured Structure System User Manual For Manufacturers



Updated 6/19/2009

GENERAL INFORMATION

Manufactured Home Ownership Tracking

Effective May 1, 2005, responsibility for maintaining ownership and siting information for manufactured structures was transferred from Driver and Motor Vehicles (DMV) to the Building Codes Division (BCD). Homeowners and other interested parties no longer contact DMV with manufactured structures related questions. Instead, most transactions now take place at the county taxation/assessment office, which will be acting on behalf of BCD. A second change is that instead of “titling” a manufactured home like a car, the owner or security interest holder receives an “Ownership Document”.

LOIS Manufactured Home System

The division has designed a manufactured housing computer system, nicknamed LOIS, to track a home as it moves from manufacturer to dealer to the owner (and any resale). The system links the parties to a manufactured structure transaction and maintains a central database of information. Because LOIS is Web-based, most paperwork and delay will be eliminated for everyone involved.

LOIS System Features

- Maintains siting and ownership information for manufactured structures sited in Oregon
- Provides real-time access to data
- Limits access to authorized users and customizes functionality based upon the specific user group
- Generates ownership documents, trip permits, and manufacturers’ certificates of origin
- Allows sophisticated data-reporting tools

Benefits of the LOIS System

Depending upon the user, LOIS allows an individual to:

- Record ownership information quickly, with less paperwork
- Access the system day or night – anywhere there is an Internet connection
- Search for ownership and security interest information
- Track secured interests online
- Purchase and print trip permits online
- Generate reports that you can use to track your work

Roles and Responsibilities

Generally, the roles of each of the user groups include:

Building Codes Division

- ✓ Regulates access to ownership system
- ✓ Processes problem transactions and transactions not processed by others
- ✓ Notifies owners and interest holders when ownership changes are made

Manufactured Home Manufacturers

- ✓ Initialize new homes in the system
- ✓ May generate Certificate of Origin
- ✓ May use system-generated form for Federal 302 (HUD) Report

Dealers

- ✓ Record ownership of new and used homes
- ✓ Record siting of new and used homes
- ✓ May purchase trip permits

Lenders

- ✓ Record security interests
- ✓ May release, assign, or subordinate security interests

Title/Escrow

- ✓ May represent dealers, lenders, and private owners and may execute transactions on their behalf

Transporters

- ✓ Purchase trip permits
- ✓ Report delivery of home

Counties

- ✓ Process any transactions listed above
- ✓ Approve home exemption status
- ✓ Process problem transactions

LOIS SYSTEM BASICS

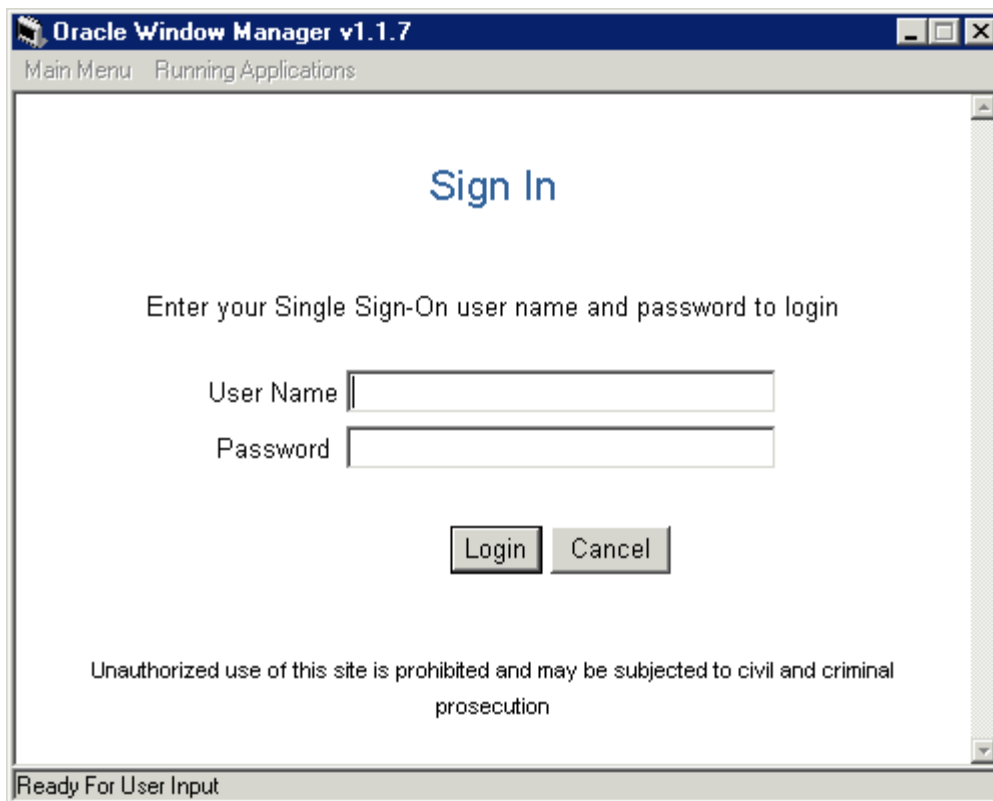
Logging onto the LOIS System

You must be a LOIS system user before you will be able to conduct any transactions in the LOIS system. If you are not currently a LOIS system user, a System User Application can be downloaded at www.bcd.oregon.gov/lois.

(NOTE: The screen shots you see in this manual are pulled from the LOIS Test System.)

User Name and Password

Each time you open the LOIS system, you must enter your **User Name** and **Password**. Your user name and password will be determined at the time you are established as a system user. Your initial password will be a temporary password. Users should change their password the first time they log in. Passwords expire after 90 days and you will be prompted to update your password to maintain access to the system. If you have trouble remembering your password or it has expired, contact Building Codes for assistance.

The screenshot shows a window titled "Oracle Window Manager v1.1.7" with a menu bar containing "Main Menu" and "Running Applications". The main content area is titled "Sign In" in blue text. Below the title, it says "Enter your Single Sign-On user name and password to login". There are two input fields: "User Name" and "Password". Below these fields are two buttons: "Login" and "Cancel". At the bottom of the window, there is a disclaimer: "Unauthorized use of this site is prohibited and may be subjected to civil and criminal prosecution". The status bar at the very bottom says "Ready For User Input".

Oracle Window Manager v1.1.7

Main Menu Running Applications

Sign In

Enter your Single Sign-On user name and password to login

User Name

Password

Login Cancel

Unauthorized use of this site is prohibited and may be subjected to civil and criminal prosecution

Ready For User Input

After you have entered the requested information, select **Login**.

Application

If you want to process any transactions in the LOIS system, you must select **LOIS Start Page**. Once you have selected the appropriate application, the “LOIS Home Page” will appear.

The LOIS System Home Page

The Main System Menu



Notice the menu at the left of your screen. This is the main menu and will remain visible during all transactions. Notice that some of the options on this menu are “grayed out”. This means that these transactions are currently inactive. There must be another transaction performed before these transactions will become active. For example, trip permits cannot be purchased until there is a home identified and a pending site for that home has been entered. Once the home has been identified and a pending site entered into the system, the **Permit Purchase** transaction will become active.

The Search Function

The search function has been placed at the top of the menu because most transactions will begin with a search for the particular home the transaction applies to. Even when adding a new home, you should first select **Search** to reduce the possibility of a duplicate data entry. Detailed search instructions are located by clicking the **Help** button.

Transactions

The next set of menu options, listed under the heading “Transactions,” will be used to conduct business within LOIS. These functions will be fully explained later in this manual. To summarize:

Notice that the first option here is **New Home Entry**. Once a home has been built into the system and identified (through the **Search** option), this option will change to **Update Home**.

The **Permit Purchase** function is used to purchase trip permits for movement of Manufactured Structures.

The **OOS Customer** function is used to enter out of state dealer information into the system, which places the dealer in the Out of State Dealer drop-down list which is used when building a new home into the system.

The **Model Entry** function is used to add a new model into the Lois System or update an existing model.

See sections below for more information on these options.

Reports

Several reports have been developed to assist you in tracking your transactions within the LOIS system. If you need a report that is not already included in the system, contact the Building Codes Division for assistance.

Help

The **Help** button will direct you to a web page that contains information about the LOIS system. From the help screen you will be able to access general information regarding the system as well as instructions about using the system, search criteria, contact information, and system forms.

Home Page

Selecting the **Home Page** button from anywhere within LOIS will bring you back to the main start screen.



WARNING!!!!

Any transactions not saved or processed before selecting **Home Page** will be lost. Use this option with care.

Exit

The last option, **Exit**, prompts the user to log-off the LOIS system. You should always use the **Exit** function when leaving the LOIS System.

User Group

The very last item on the main menu is your user name and the name of the **User Group** you are logged in under. If you contact BCD for technical support, the first question you will be asked is what user group you are in.

Navigating the LOIS System

Home Page

As mentioned above, the “Home Page” is the starting place for most transactions. If you become lost in the system, simply select **Home Page** from the main system menu, and the LOIS system will return you to this point.

Remember that any transactions not saved or processed will be cancelled by returning to the “Home Page.”

Transaction Screens

All transaction screens utilize “tab” functionality. The following screen is an example only, yours may look different.

LOIS [test]
LOIS System for Manufactured Structures

Home Detail

MFD Unit: Supplemental

Home ID: 327277

MFD Unit Detail

Exempt Code: EXEMPT, DEALER INVENTORY

X-Plate No: Issue Date: 06/23/2009

Home Type: MANUFACTURED DWELLING

Manufacturer: GOLDEN WEST HOMES

Model: JLNKL

Mfg Year: 2009 Sq. Footage: 2,222

Dealer: OAKWOOD HOMES REDMOND

Create Date: 06/23/2009 Mod Date: 06/23/2009

Create Id: TEST06 Mod Id: TEST06

Section Detail

Manufacturers Serial No.	HUD Number	Create Date	Create Id
12315	ORE 123450	06/23/2009	TEST06

TEST06 MANUFACTURER

Start | 6 Citrix ICA Client En... | T:\Sws\468\User Manual... | 3:39 PM Tuesday

Notice the tabs at the top of this screen (e.g., MFD Unit, Supplemental, Current Site, Owner, Security Interest, Issues, Permits, and Documents). These tabs are used throughout LOIS for easy navigation

Logging Off

To exit the system, select **Exit**, and then select **Logout** on the next screen. You must log back on to LOIS before conducting any other transactions.

Finding the Model

Manufacturers have the option of entering information about their standard models to reduce repeated data entry later. A Manufacturer is only able to add, modify, or delete models which they manufacture.

The LOIS System will allow a manufacturer to enter model information only once. When a home of that model type is manufactured, the system will “remember” the information so the manufacturer only has to enter the serial and HUD numbers.

All transactions conducted on Models of manufactured homes will begin with a search for the model.

Select **Model Entry** from your main system menu.

The screenshot shows a web application window titled "LOIS [test]" with a subtitle "LOIS System for Manufactured Structures". On the left is a vertical menu with the following items: "Menu", "Housing Unit Info" (with a "Search" button), "Transactions" (with buttons for "New Home Entry", "Permit Purchases", "OOB Customer", "Model Entry", and "Reports"), "Help", "Home Page", "Exit", and "TEST06 MANUFACTURER". The main content area is titled "Model Information" and contains a "Query" field, a "Manufacturer" dropdown menu (currently showing "GOLDEN WEST HOMES"), a "Model Name" dropdown menu (with a question mark icon), and a "Home Type" dropdown menu. A "Search" button is located below these fields. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "3:45 PM Tuesday".

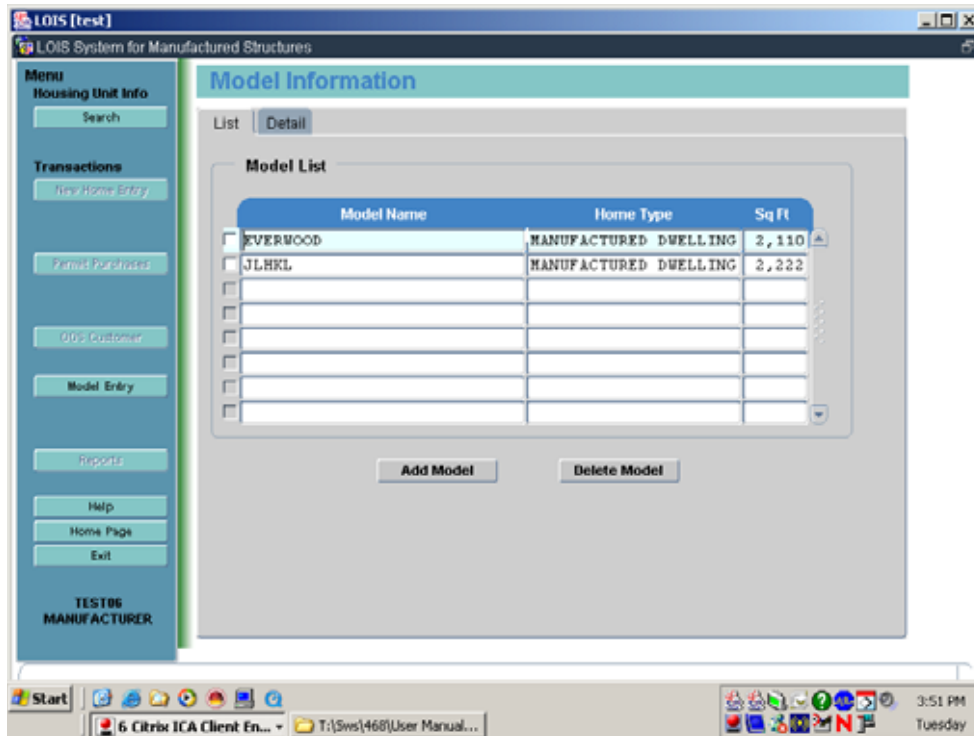
The **Manufacturer** will default to the name of the manufacturer logged onto the LOIS System.

Use the drop down list to select the **Model Name**. If the **Model Name** is not on this list, leave the field blank.

Use the drop down list to select the **Home Type**.

Leaving the search criteria fields blank will result in a complete list of all models associated with your business.

Once you have entered the search criteria, the search can be initiated by either selecting **Enter** on your keyboard, or by selecting **Search** at the bottom of your LOIS screen.



The LOIS system will show only those models associated with your business. The LOIS system will not show your model information to other manufacturers, or other manufacturer models to you.

Select the model you want by using the arrows on your keyboard or your mouse to highlight the model and follow instruction in this manual for **updating or deleting model information**.

If the model is not on the list, follow instructions in this manual for **adding a new model**.

Adding a Model

Look through the list of models resulting from your search. If the model you want to add to the LOIS system does not appear on this list, select **Add Model** from the lower portion of your screen.

The screenshot shows the 'LOIS System for Manufactured Structures' application window. On the left is a 'Menu' sidebar with options: Housing Unit Info (Search), Transactions (New Home Entry, Permit Purchases, 009 Customer, Model Entry), Reports, Help, Home Page, and Exit. The main area is titled 'Model Information' and has tabs for 'List' and 'Add Model'. The 'Add Model' tab is active, showing a 'Model Detail' form. Fields include: Manufacturer (GOLDEN WEST HOMES), Home Type (dropdown), Model Name, Sq Ft, Wind Zone, Roof Load, Thermal Zone, Start Date (06/23/2009), Stop Date, Create Date, Mod Date, Create Id, and Mod Id. The last four fields have a yellow background. Below is a 'Model Section' table with columns: Description, Length (Ft, In), Width (Ft, In), Weight, and Nbr of Axles. The table has two empty rows. At the bottom are 'Cancel' and 'Save' buttons. The Windows taskbar at the bottom shows the Start button, taskbar icons, and system clock (4:26 PM Tuesday).

Length		Width		Weight	Nbr of Axles
Ft	In	Ft	In		

The **Manufacturer** Name will default to the manufacturer logged onto the LOIS system.

Select the **Home Type** from the drop down list.

Enter the **Model Name**.

Enter the standard **Square foot**, **Wind Zone**, **Roof Load**, and **Thermal Zone** for this model. This information may change for specific homes and can be over-written when a specific home is added to the LOIS System.

Notice that the **Start Date** has been populated by the LOIS system with the date of the transaction. This date can be over-written if desired.

If this model is temporary and you know the **Stop Date**, you can enter it now. Otherwise, skip this field.

Notice the yellow background in the next four fields. This yellow background is used throughout the LOIS system to indicate fields that are populated by the LOIS system and cannot be modified by the user.

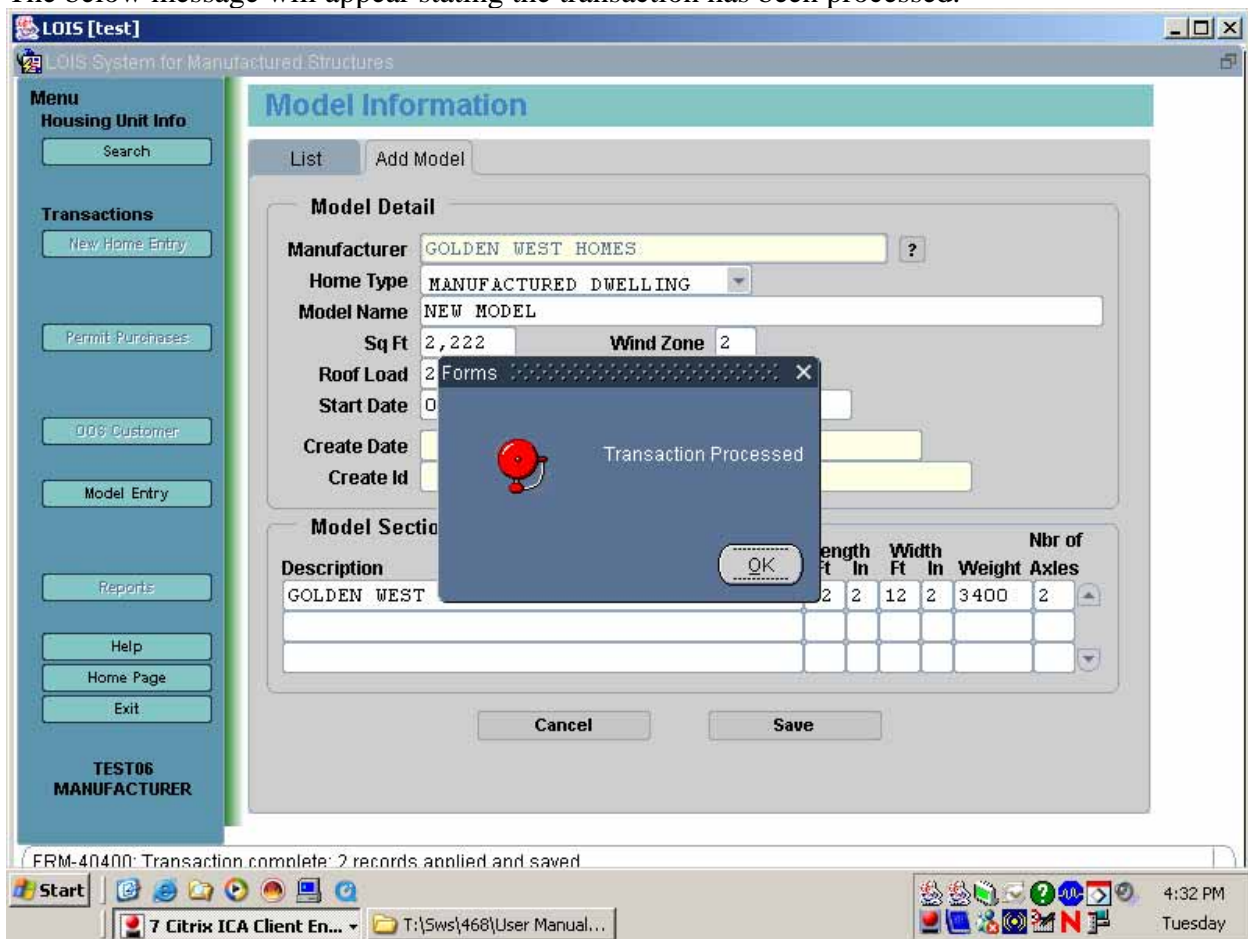
Enter an appropriate **Description** for the first section of this model.

Enter the **length, width, weight, and number of axles** for the first section of this model. This information may change for specific homes and can be over-written when a specific home is added to the LOIS System.

If there is more than one section for this model, enter the **description, length, width, weight, and number of axles** for each section.

When all information is complete, select **Save** at the bottom of your screen.

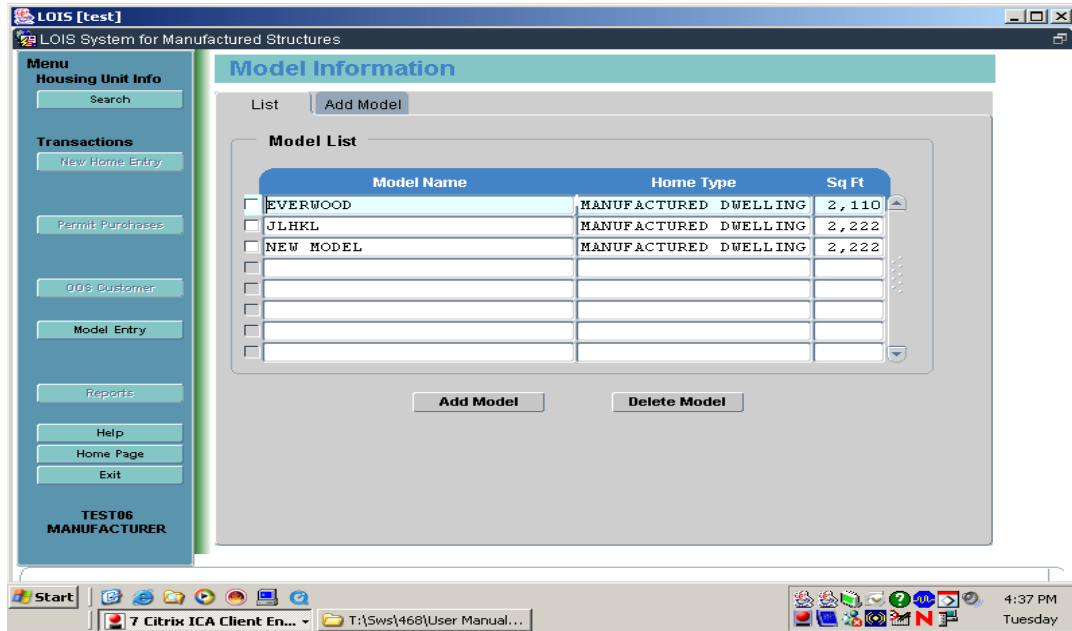
The below message will appear stating the transaction has been processed.



You can go on to perform other transactions, or return to your **Home Page** by selecting the appropriate option from the main system menu.

Updating a Model

Follow instructions above for *FINDING THE MODEL*. You must go through these search steps in order to get to the proper screen for updating model information.



With the correct model highlighted, select the **Detail** tab at the top of your LOIS screen.

The screenshot shows the LOIS System for Manufactured Structures interface. On the left is a menu with options like 'Housing Unit Info', 'Transactions', 'Reports', and 'Help'. The main area is titled 'Model Information' and has two tabs: 'List' and 'Detail'. The 'Detail' tab is active, showing a form for 'Model Detail'. The form contains fields for Manufacturer (GOLDEN WEST HOMES), Home Type (MANUFACTURED DWELLING), Model Name (EVERWOOD), Sq Ft (2,110), Wind Zone (2), Roof Load (2), Thermal Zone (2), Start Date (06/23/2009), Stop Date, Create Date (06/23/2009), Mod Date (06/23/2009), Create Id (TEST06), and Mod Id (TEST06). Below this is a 'Model Section' table with columns for Description, Length, Width, Weight, and Nbr of Axles. The table contains two rows for 'GOLDEN WEST' with dimensions 42x12 and weight 36000. At the bottom are 'Cancel' and 'Save' buttons.

Description	Length Ft	In	Width Ft	In	Weight	Nbr of Axles
GOLDEN WEST	42	2	12	2	36000	2
GOLDEN WEST	42	2	12	2	36000	2

To update the information, simply type over the existing information.

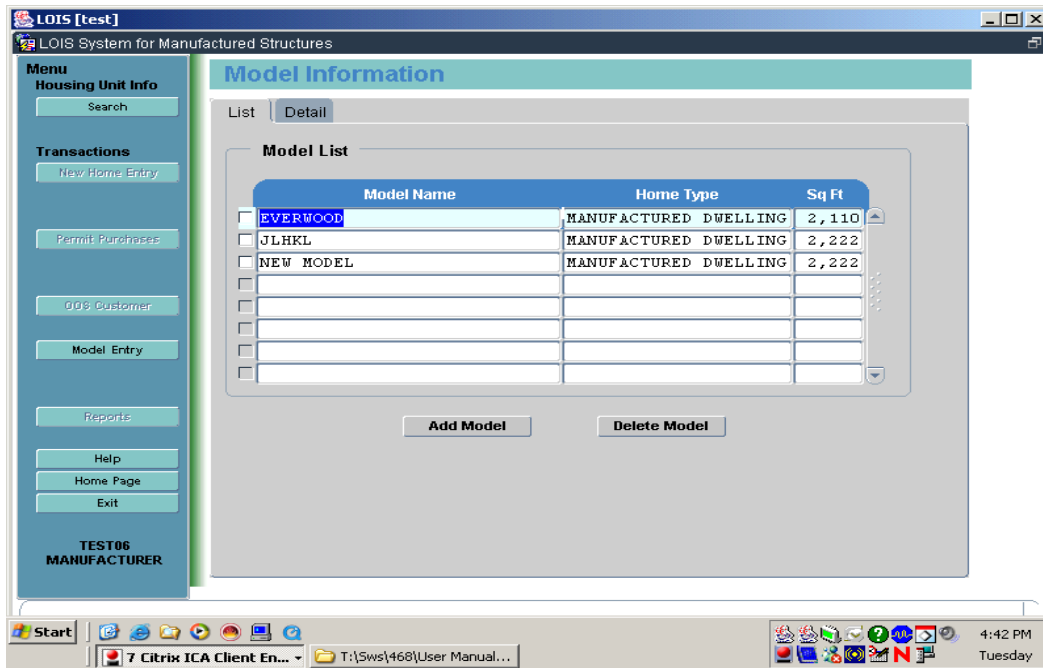
When you have completed updating the information, select **Save** from the lower portion of your screen. The below message will appear letting you know the transaction was processed.

This screenshot shows the same LOIS interface as before, but with a 'Transaction Processed' dialog box overlaid in the center. The dialog box has a red speech bubble icon and an 'OK' button. The background form is slightly dimmed. The status bar at the bottom of the window displays the message: 'FRM-40400: Transaction complete: 1 records applied and saved'.

You can go on to perform other transactions, or return to your **Home Page** by selecting the appropriate option from the main system menu.

Deleting a Model

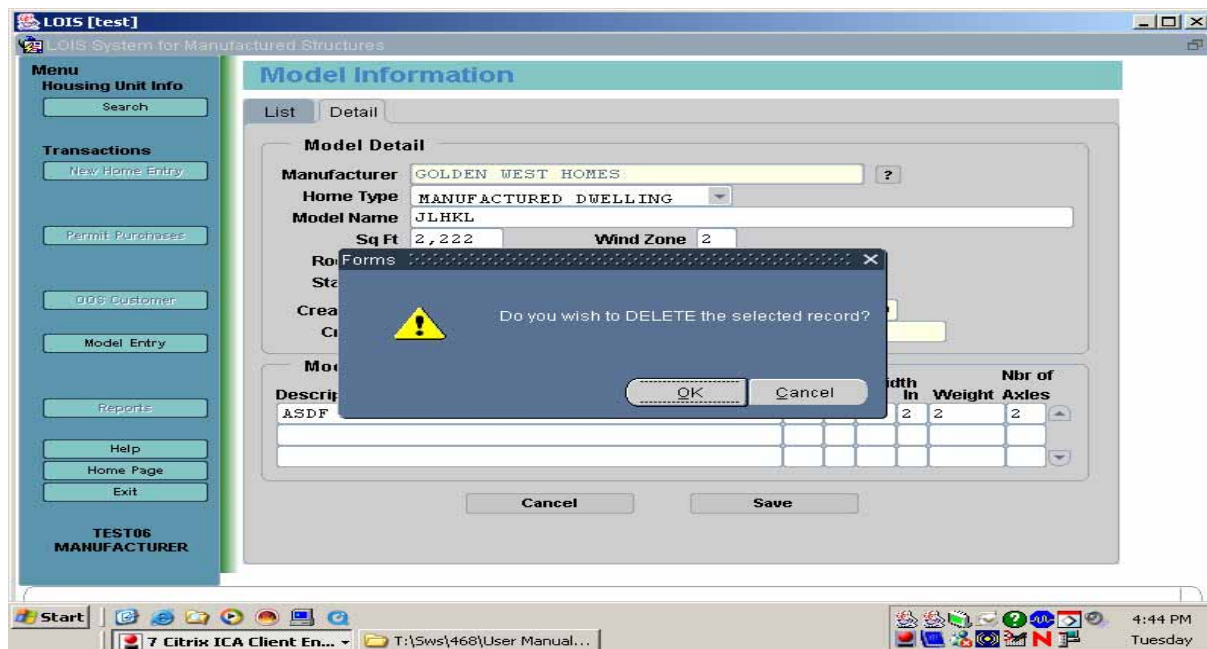
Follow instructions above for *FINDING THE MODEL*. You must go through these search steps in order to get to the proper screen for deleting model information.



If the results from your search include a single model, that model will be highlighted. If the list includes several models, use the arrows on your keyboard or your mouse to highlight the model you want to delete.

Select **Delete Model** from the lower portion of your screen.

A message will pop up asking you if you would like to delete this model. Continue by selecting **OK**.



You can go on to perform other transactions, or return to your **Home Page** by selecting the appropriate option from the main system menu.

Building a Home into the Lois System

Homes must be entered into the Lois System before any other transactions can take place. This transaction will be used to create the home in the system as a pre-requisite for conducting other business, such as a change or site or ownership, purchasing trip permits, or completing the 302 report.

To create a new home in the Lois System, select **New Home Entry** from your main system menu.



The screenshot shows the LOIS System for Manufactured Structures Home Information form. The form is titled "Home Information" and has an "Add Home" button. It is divided into two main sections: "Home Detail" and "Home Section". The "Home Detail" section contains the following fields: ID (text box), Final Flag (checkbox), Manufacturer (text box with "GOLDEN WEST HOMES" entered), Model (text box), Home Type (dropdown menu), Exempt Code (dropdown menu), Dealer (text box), Flooring Lender (text box), Mfg Year (text box), Mfg Date (text box), Mfg Invoice (text box), Square Footage (text box), Roof Load (text box), Wind Zone (text box), and Thermal Zone (text box). The "Home Section" section contains a table with the following columns: Manufacturer Serial No, HUD Number, Length Ft, Width Ft, Weight, and No of Axles. The table has three rows of input fields. At the bottom of the form are buttons for "Cancel", "Save", and "Print MCO". The window title is "LOIS [test]" and the taskbar shows the Start button, several application icons, and the system clock indicating 9:44 AM on Wednesday.

Manufacturer Serial No	HUD Number	Length Ft	Width Ft	Weight	No of Axles

The **Home ID** is a unique identifying number assigned by the LOIS system. Notice that this field has a yellow background. This yellow background is used throughout the Lois System to indicate fields that cannot be modified by the system user. Once all the information is placed in on this screen and saved, the **home id** field will populate with the home id reference number.

The **Manufacturer** will default to the manufacturer logged onto the Lois System.

Use the drop down list to select the **model** of the home being added. Only models associated with the Manufacturer named above will appear on the list. If the **model** is not in the Lois System, type in the model name. You may enter the model information in the system after you are done building in the home by following the steps in the **Adding a Model** section of this manual.

Now that the model is selected, notice that the **Square Footage, Roof Load, Wind Zone, Thermal Zone, Length, Width, Weight, and Number of Axels** have automatically been filled in with the model's dimensions.

Use the drop down list to select the **Home Type**.

Use the drop down list to select the **Exempt Code** for the home. Choices are **Exempt, dealer inventory** and **Exempt, Out of State**. Please see below exemption codes and follow the steps for each.

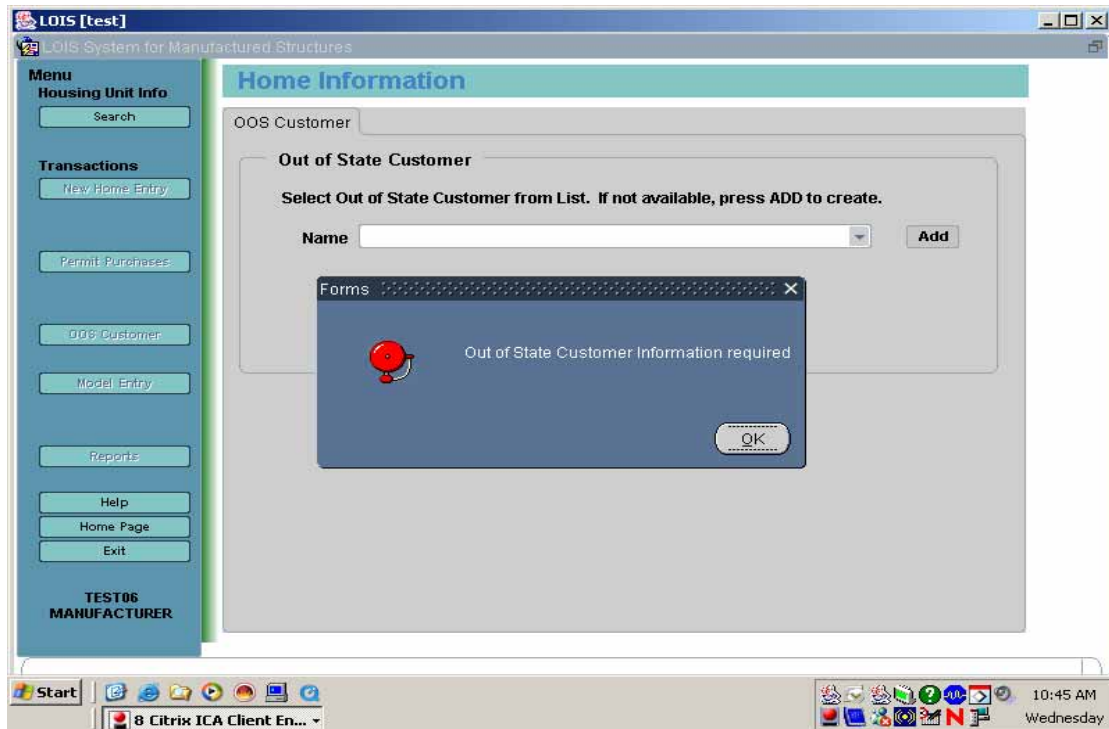
Exempt, dealer inventory: If this exemption code is selected, continue on to the next field to add the Oregon dealer name.

Use the drop down list to select the **Dealer** this home will be transferred to. If the dealer is not in the drop down list, please contact BCD with the dealer's contact information and they will enter them into the system.

The next step is to add the **flooring lender** if there is one associated to the home, by clicking the down arrow on the drop down list and selecting the flooring lender. If the flooring lender is not in the list, please contact BCD with the flooring lender's contact information and they will enter them into the system.

Note: These two fields (**dealer** and **flooring lender**) will not appear if the exemption code is set to **Exempt, out of state**.

Exempt, out of state: If this exemption code is selected, you will see the following screen requesting out of state dealer information.



Select **OK** when you see the pop up requesting out of state customer information. Next select the down arrow on the **Name** drop down list. If the dealer has already been entered into the system, their name will appear in the list. If it is, select the dealer name and click on the **Return** button in the middle of the page.

If the dealer is not on the drop down list, you may add the dealer by selecting the **Add** button to the right of the drop down list.

The next screen will ask you to enter in the **dealer name, address, city and state**.

LOIS [test]
LOIS System for Manufactured Structures

Menu
Housing Unit Info
Search

Transactions
New Home Entry
Permit Purchases
OOS Customer
Model Entry
Reports
Help
Home Page
Exit

TEST06
MANUFACTURER

Home Information

OOS Customer

Out of State Customer
Select Out of State Customer from List. If not available, press ADD to create.

Name
Address
City, State
Start Date 06/24/2009 Stop Date

Return

Start 10:54 AM Wednesday
8 Citrix ICA Client En...

Once this information is inputted, select the **Return** button which will take you back to the **Add Home** screen.

LOIS [test]
LOIS System for Manufactured Structures

Menu
Housing Unit Info
Search

Transactions
New Home Entry
Permit Purchases
OOS Customer
Model Entry
Reports
Help
Home Page
Exit

TEST06
MANUFACTURER

Home Information

Add Home OOS Customer

Home Detail

ID Final Flag ☐
Manufacturer GOLDEN WEST HOMES
Model NEW MODEL
Home Type MANUFACTURED DWELLING
Exempt Code EXEMPT, OUT OF STATE

Mfg Year Mfg Date Mfg Invoice
Square Footage Roof Load Wind Zone Thermal Zone

Home Section

Manufacturer	Serial No	HUD Number	Length Ft In	Width Ft In	No of Weight Axles
UNKNOWN	UNKNOWN		22 2	12 2	3,400 2

Remove

Cancel Save Print MCO

Start 11:13 AM Wednesday
6 Citrix ICA Client En...

Continue by typing in the **Mfg Date**.

After placing in the **Mfg Date**, the **Mfg Year** will automatically fill.

If you, as a manufacturer, has an invoice number, enter this information in on the **Mfg Invoice** field.

Enter the manufacturer's **Serial Number** for the first section of the home. At least one section is required for each home.

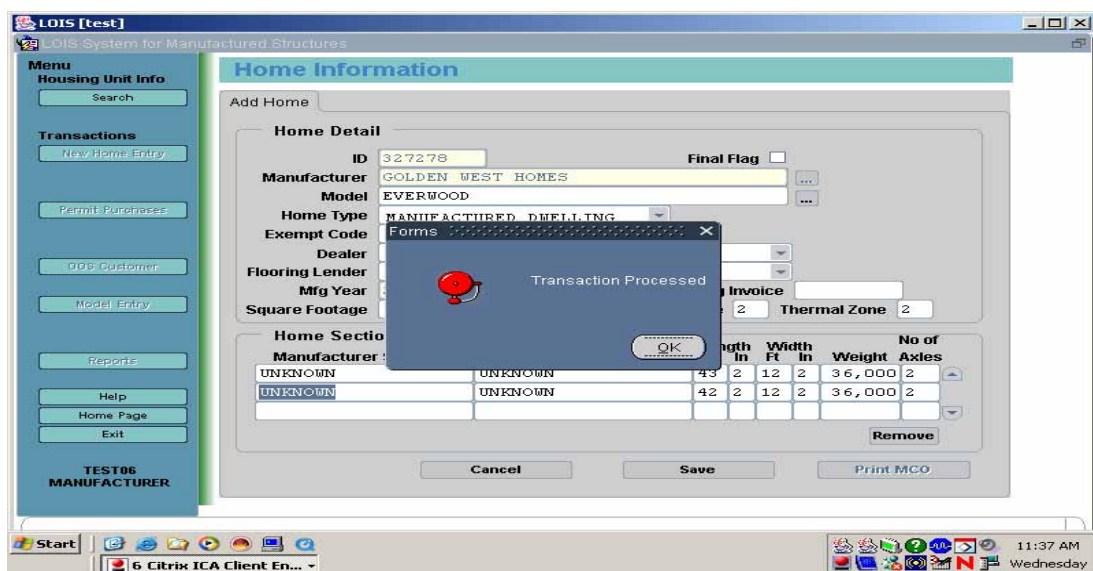
Enter the **HUD Number** for the first section of the home. Manufactured homes built after June of 1976, typically have HUD Numbers.

If there is more than one section of the home, repeat the above steps for adding the **Serial** and **HUD Numbers**.

The **Final Flag** located near the top of your LOIS screen (opposite of the **Home ID** field) should be checked **ONLY** when you are ready to release interest in this home and print the Manufacturer's Certificate of Origin (MCO).

If you are NOT ready to release interest and print an MCO, do NOT check the **Final Flag**. By selecting **Save** at the bottom of the screen, you are able to save your what you have just inputted into the system.

Once you have selected **Save**, the below message will pop up stating your transaction has been processed. Select **OK**.



Make note of the **Home ID** number towards the top of the screen that has now populated in the **ID** field. This is the number assigned to the home and will be the quickest way to locate a home when searching for it later.

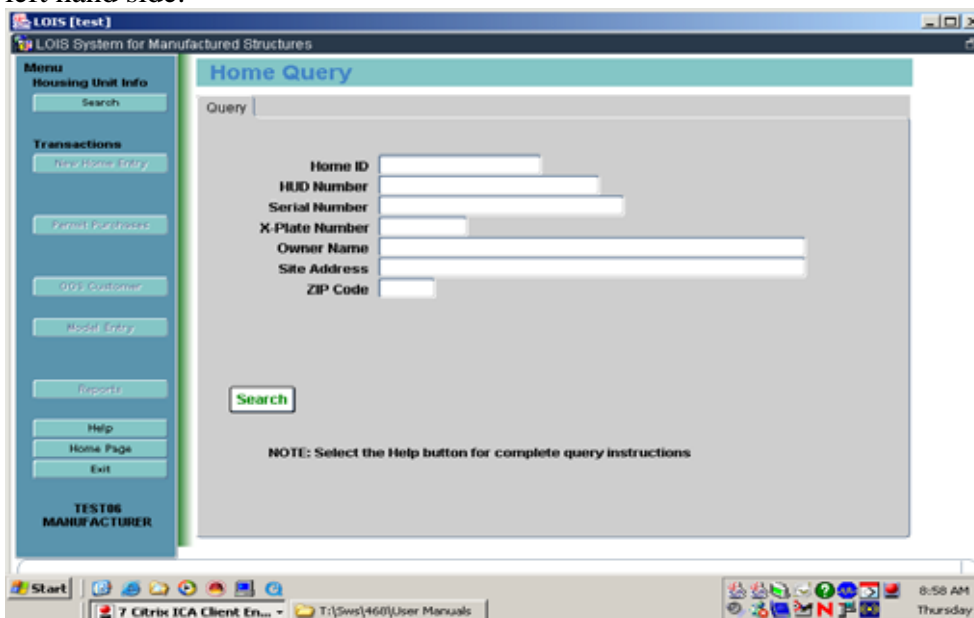
Finding the Home

Now that you have created the home in the Lois System and saved the information, you are able to go back in and search for the home at any time.

If you are not already at the home page screen, select the **Home Page** button.



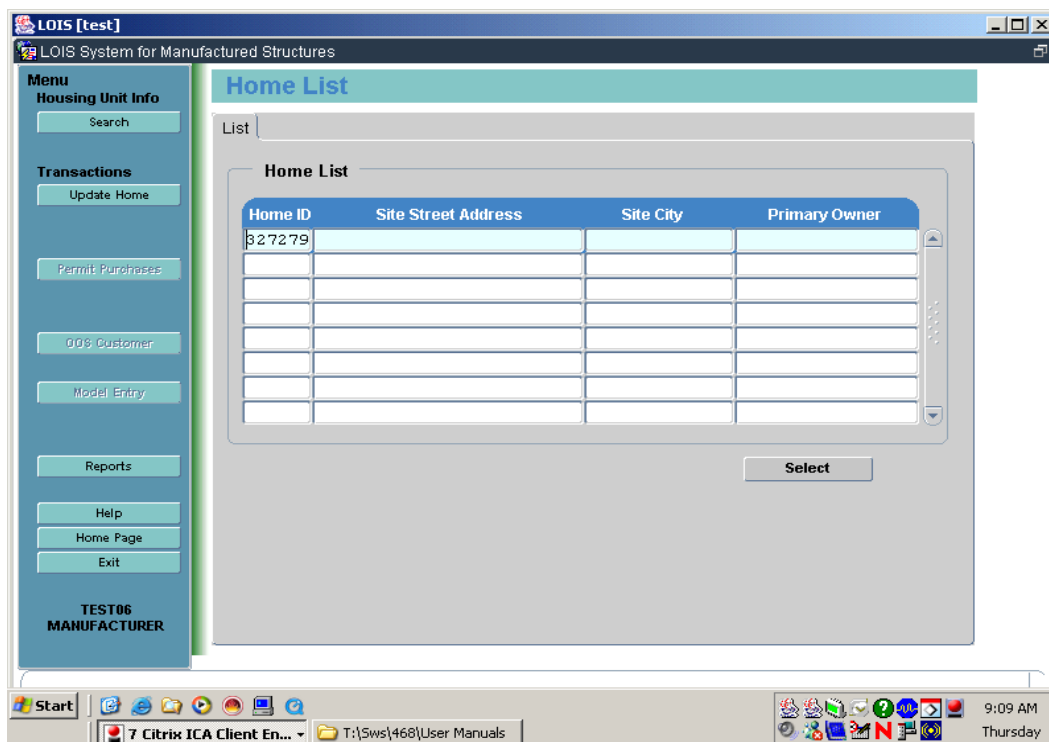
Once at the **Home Page Screen**, click the **Search** button under the menu options on the left hand side.



The Lois System allows searches on any or all of the following criteria: **Home ID, HUD Number, Serial Number, X-Plate Number, Owner Name, Site Address, and Zip Code.** The **Home ID, HUD Numbers, and X-Plate** are all unique to each home, therefore, entering either of these as a search criteria should result in a single home list.

Enter in one of the search options. Once you have entered the search criteria, the search can be initiated by either selecting the **Enter** button on your keyboard, or by selecting **Search** at the bottom of your Lois screen.

When you find the home you are looking for, highlight that home by either using the arrow keys on your keyboard, or by using your mouse and clicking on the home.



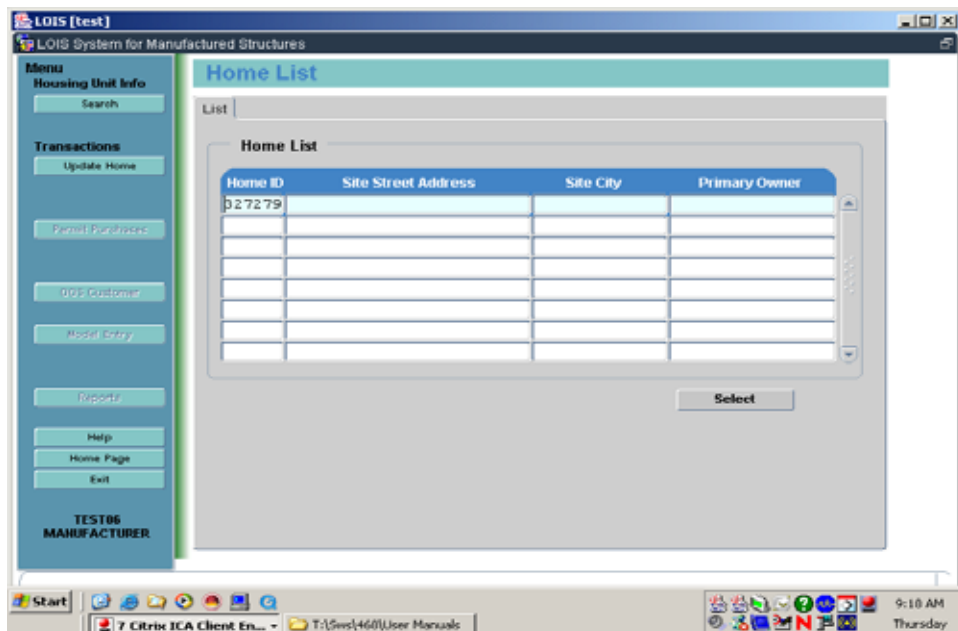
Click on the **Select** button on near the bottom of the main screen to view further information on this home.

Updating Home Information

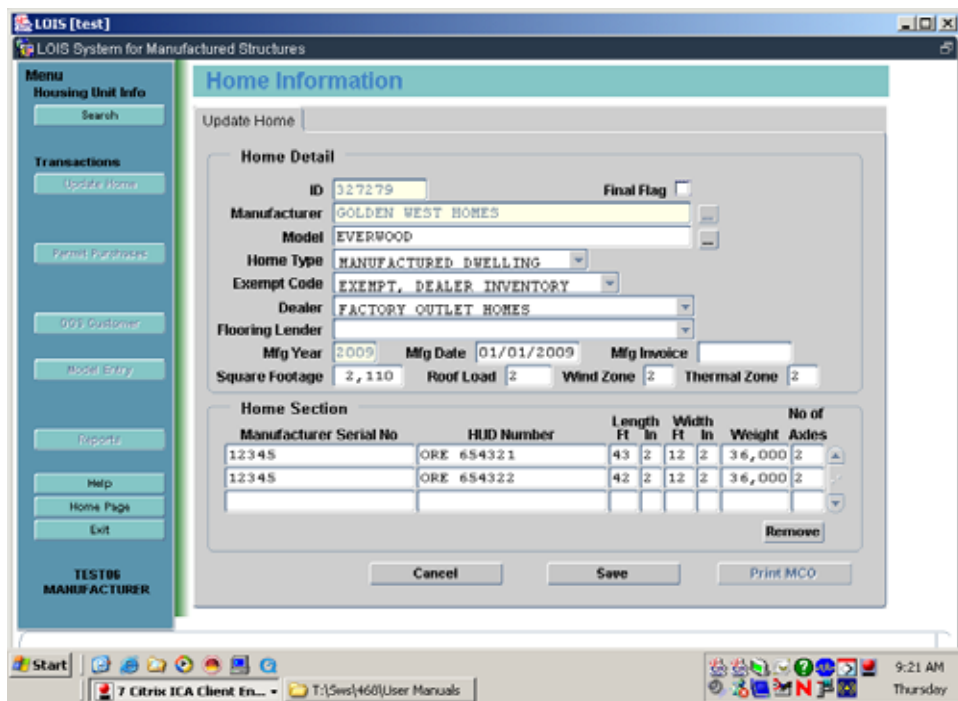
Home information can be modified only if the **Final Flag Box** has not been checked and saved.

The home must be identified before this transaction can be conducted. See **Finding the Home** instructions on searching for a home within the Lois System.

Once you have identified the home, select the **Update Home** button. (This button changes from New Home Entry to Update Home after a home is built into the system, saved, and the information is being viewed.)



Update the information by typing over the existing information.



When you are sure the information is correct, select the **Save** button at the bottom of your screen.

Setting Your Final Flag/Printing a Manufactured Certificate of Origin (MCO)

Once all the information is correct in the Lois System and you are ready to release the home to the dealer, you can do so by checking the **Final Flag** box at the upper portion of the **Update Home** screen. You will not be able to access this portion of the system to update any information once the **Final Flag** is checked and saved.

The screenshot shows the 'LOIS [test]' window with the 'Update Home' screen. The 'Home Detail' section contains the following information:

- ID: 327279
- Manufacturer: GOLDEN WEST HOMES
- Model: EVERWOOD
- Home Type: MANUFACTURED DWELLING
- Exempt Code: EXEMPT, DEALER INVENTORY
- Dealer: FACTORY OUTLET HOMES
- Flooring Lender:
- Mfg Year: 2009
- Mfg Date: 01/01/2009
- Mfg Invoice:
- Square Footage: 2,110
- Roof Load: 2
- Wind Zone: 2
- Thermal Zone: 2

The 'Home Section' table is as follows:

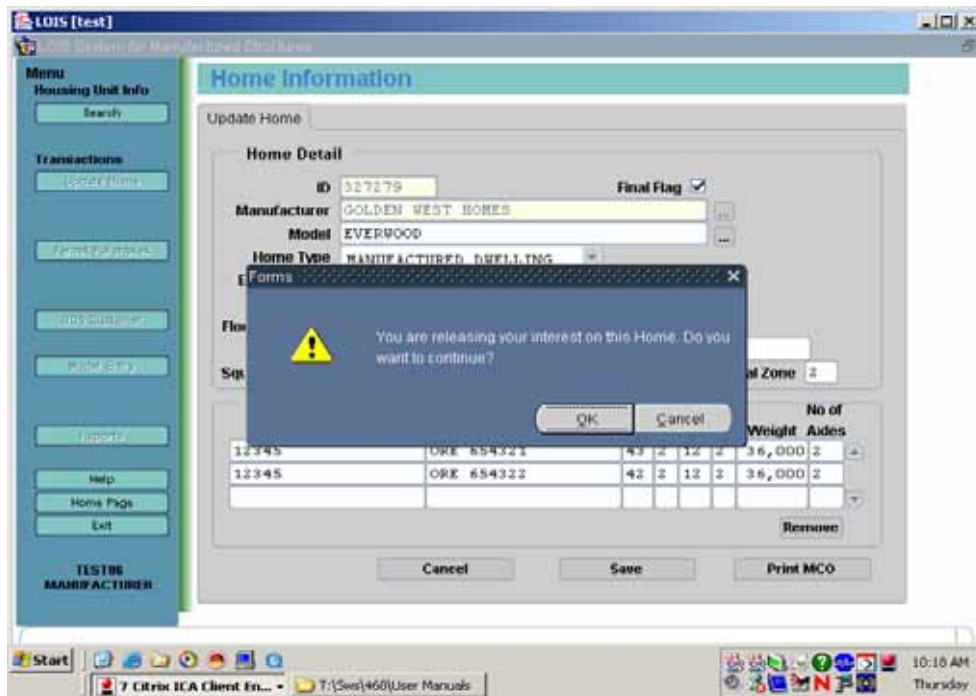
Manufacturer	Serial No	HUD Number	Length Ft	In	Width Ft	In	Weight	No of Axles
12345		ORE 654321	43	2	12	2	36,000	2
12345		ORE 654322	42	2	12	2	36,000	2

At the bottom right, the 'Print MCO' button is visible and enabled. The 'Cancel' and 'Save' buttons are also present.

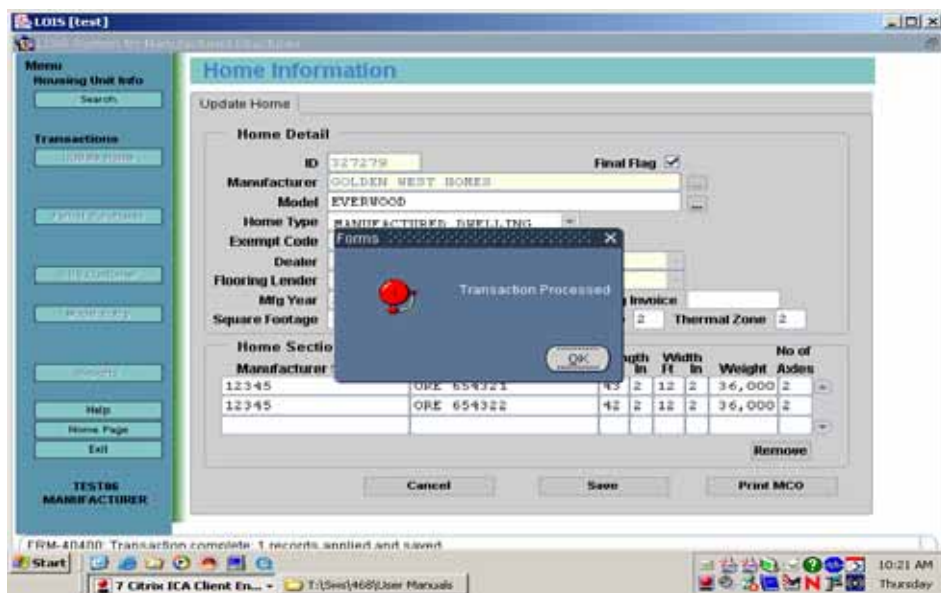
Notice that the **Print MCO** button at the lower right portion of the screen is now available.

Some manufacturers choose to print an MCO from the system, while some choose to print their own. It is up to the manufacturer to choose what they wish to do, however, this option is only available at this time, when the **Final Flag Box** has been checked, and before saving.

If you would like to print a MCO, click on the **Print MCO** button. You will then see the following screen.



If you are ready to release your interest, select **OK** on the above pop up screen and then **OK** when the next pop up screen appears stating that the transaction has been processed.



Your **MCO** will appear shortly and allow you to print it. You will want to wait for it to come up before performing any other transaction, otherwise you will be unable print the document and will need to contact BCD.

Once you have set your **Final Flag** and have printed the **MCO**, the dealer will then be able to access this home to perform any ownership, site, exemption, or security interest changes that may occur.